Course: *E0209 State Recovery Planning and Coordination*

Course Dates:
February 5–8, 2018
July 23–26, 2018

Travel Dates:
Travel days; Sunday before class and Friday after.

Course Length:
4 full days, 8:30 a.m. to 5:00 p.m. daily

Location:
Emergency Management Institute (EMI)
National Emergency Training Center (NETC)
Emmitsburg, Maryland

Course Description:
This course provides participants with knowledge and skills that will support States in pre- and post-disaster recovery planning, management, and coordination.

Course Goals:
- Describe the process of pre-disaster recovery planning.
- Discuss critical stakeholders and partners in recovery planning.
- Articulate to state agencies and organizations their role in recovery planning and implementation.
- Describe considerations in selecting a State Disaster Recovery Coordinator and developing a state RSF structure.
- Describe how states can support local recovery planning pre- and post-disaster.
- Develop an approach to engage and maintain recovery partner relationships.

- Explain how to identify, coordinate and manage recovery resources.
- Develop or refine a state recovery plan.

Recommended Prerequisites:
IS-2900, National Disaster Recovery Framework (NDRF) Overview at:
http://training.fema.gov/is/searchis.aspx?search=2900

Continuing Education Units (CEU):
EMI awards 2.4 CEUs for successful completion of this course.

Target Audience:
State emergency management leadership and agency staff who have a role in recovery planning and operations; other State agency and non-governmental partners who support state recovery planning and operations.

The EMI stipend program is available for State, Local, Tribal, and Territorial participants. Airport shuttles are available and on-campus housing is required.

FEMA Participants: This is NOT an FQS funded course. Your employing office must cover travel expenses. FEMA Regional employees should submit their application to their Regional Training Manager.

To Apply:
Complete a FEMA Form 119-25-1, General Admissions Application, with student signature and signature of supervisor or sponsoring agency official who will send it to the State Training Officer (STO). Submit the application no later than

6 weeks prior to the start of the course. The STO will mail, scan, or fax the application to:

NETC Admissions Office (Room I-216)
National Emergency Training Center
16825 South Seton Avenue
Emmitsburg, MD 21727-8998
Phone: (301) 447-1035   Fax: (301) 447-1658
Email: netcadmissions@fema.dhs.gov
Scan the QR Code, or click the link to get information on how to apply for EMI courses:

https://training.fema.gov/apply/#HowToEMI

Tribal and voluntary organization representatives can submit their application (with supervisor's signature) directly to NETC Admissions Office. Your application should be received **no later than 6 weeks before the start of class.**

Application Review:
In order to be evaluated for admission into this course, block #16 on the application form must be completed. Please refer to the target audience description above and indicate how you meet the requirements based upon your position and experience.

Upon acceptance into the course, NETC Admissions will email an Acceptance Letter and Welcome Package outlining travel information, NETC shuttle services, lodging and other logistics. Scan the QR Code below, or click the link for a PDF copy of the NETC Welcome Package online:

http://training.fema.gov/EMIWeb/downloads/NETC_Welcome_Package.pdf

Lodging is provided for course participants on the NETC campus. Participants staying overnight on campus are required to purchase a meal ticket for the duration of the training activity. Notify the NETC Transportation Office at least 2 weeks prior to the course date to reserve a seat on the shuttle from the airport indicated in your acceptance package. Call (301) 447-1048, ext. 1113, or email FEMA-netc-housing@fema.dhs.gov.

Travel Authorizations:
All Federal travelers must have an approved TA prior to travel. A copy of the TA must be presented upon arrival. No exceptions are made to the NETC policy.

Notice to Applicants for EMI courses:
Individuals applying for EMI classes will be required to register using the FEMA Student Identification (SID) number. This number will be used in place of the Social Security Number (SSN) on your application form.

How do I obtain my FEMA SID number?
1. To register, go to Student Identification System. This link can also be accessed at the following address: https://cdp.dhs.gov/femasid
2. Click on the "Register for a FEMA SID" button on screen.
3. Follow the instructions and provide the necessary information to create your account.
4. You will receive an email with your SID number. You should save this number in a secure location.

Bring Your Laptop:
Most of the course materials will be on CD or via Internet so bring your laptop or tablet. EMI will print Student Manuals if you are not able to use an electronic version. Also, we will have a limited number of printed copies of the Toolkit files and sample plans. Classroom/campus is Wi-Fi enabled.

NATIONAL EMERGENCY TRAINING CENTER (NETC) CAMPUS ACCESS – REAL ID ACT STANDARDS
Does your ID meet the Real ID Act standards? Anyone entering the National Emergency Training Center (NETC) campus is required to show valid photo identification that meets REAL ID Act standards. The purpose of the REAL ID Act is to stop terrorists from evading detection by using false identification. Check to see if your state is compliant at https://www.dhs.gov/current-status-states-territories.

If your driver's license does not meet the requirements of the REAL ID Act, you will need to bring one of the following acceptable forms of identification:

- A valid U.S. passport or passport card.
- A valid federal employee, military, or veteran ID card.
- A valid state-enhanced driver's license (Contact your state's motor vehicle department for availability).

Students from non-compliant states (a regular driver's license from these states will not be accepted) who do not possess any acceptable form of identification may request a National Crime Information Center (NCIC) check from the NETC Security Office. Note: This is a one-time NCIC check; a successful NCIC check is valid for 180 days; within the 180 day time-frame a student is expected to obtain a compliant form of identification).

Submit the following information to Jason.Cawthon@fema.dhs.gov in a password-protected document at least three weeks before your class:

- Your full name
- Date and place of birth
- Social Security Number

Students arriving at the NETC campus without a compliant ID or a successful NCIC criminal history check will be sent home at their own expense without receiving a stipend reimbursement.

Questions related to NETC campus access identification should be directed to Jane.Sentz@fema.dhs.gov or 301-447-7207.

EMI Point of Contact:

For any questions about the course itself, applying to attend, or **if you need a printed copy of the Student Manual**, please contact the course manager, Dianne Walbrecker, at (301) 447-1104 or by email at: Dianne.walbrecker@fema.dhs.gov.